

To: Denmark, Monaque[Denmark.Monaque@epa.gov]
Cc: Howell, Cynthia[Howell.Cynthia@epa.gov]
From: Gullett, Brian
Sent: Fri 9/9/2016 4:50:43 PM
Subject: RE: ORD TMD NOTICE: LODGING STATUS for Brian Gullett 9 18 10 1 2016 to VA
INCREASED LODGING MEMO Gullett Radford.docx

Monaque,

Here is my memo.

Thanks!

Brian

From: Denmark, Monaque
Sent: Friday, September 09, 2016 11:21 AM
To: Gullett, Brian <Gullett.Brian@epa.gov>
Cc: Howell, Cynthia <Howell.Cynthia@epa.gov>
Subject: RE: ORD TMD NOTICE: LODGING STATUS for Brian Gullett 9 18 10 1 2016 to VA

Apologies. Here it is. It must have become detached.

Thanks

Monaque Denmark

OARS Travel

Alt #: 513 222 2123

From: Gullett, Brian
Sent: Friday, September 09, 2016 11:17 AM
To: Denmark, Monaque <Denmark.Monaque@epa.gov>
Cc: Howell, Cynthia <Howell.Cynthia@epa.gov>
Subject: RE: ORD TMD NOTICE: LODGING STATUS for Brian Gullett 9 18 10 1 2016 to VA

Hi, Monaque. I'm back in the office....

I didn't see an attached memo template; can you help, please?

Thanks!

Brian

From: Denmark, Monaque

Sent: Tuesday, September 06, 2016 4:09 PM

To: Gullett, Brian <Gullett.Brian@epa.gov>

Cc: Howell, Cynthia <Howell.Cynthia@epa.gov>

Subject: ORD TMD NOTICE: LODGING STATUS for Brian Gullett 9 18 10 1 2016 to VA

Good Afternoon

You have indicated on your ta request that

you have reserved the lodging for the trip. This is fine.

However, there are a few points of clarification

that need to be addressed in order for the TA to be approved and funded.

The per diem rate for Christiansburg, VA is \$100 nightly rate for lodging

and \$59 for m&ie -

You're allocated 3/4 per diem on the trip start date of 9/18/16

and 10/1/16, the end date of the trip.

You're allocated the full daily per diem of \$59 for 9/19 - 30/2016 -

unless you take personal time during these days. In which case your

per diem will be adjusted accordingly.

> Your current reserved lodging is \$ 89 week day rate

(Mon. 9/19 - Fri.9/23 and Mon. 9/26 - Fri. 9/30). This is fine.

> What is the nightly lodging rate for 9/18/2016?

> The \$189 for first weekend (I read this as Sat. 9/24)

it exceeds the allowed 150% lodging max of \$150 nightly rate.

> \$149 for second weekend (Sun. 9/25?) this is fine too.

Key Issue: The \$189 for the first week end will require the completion of the attached increased lodging memo. Without it's completion, signature by your second line supervisor and submission for the ta, the ta can not be approved nor funded.

Possible solution: Selection another hotel \$150 or less for the needed dates.

How would you like to proceed?

Thanks

Monaque Denmark

OARS Travel

x 202-564-9989